

J O B O P P O R T U N I T Y

California Department of Veterans Affairs
Veterans First

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION: Nurse Instructor (8154)
Full-Time, Permanent
\$4237.00 - \$5084.00
Plus \$800.00 per month Recruitment & Retention Bonus

LOCATION: Nursing Service

FINAL FILE: UNTIL FILLED

Note: Hiring for this vacancy is contingent upon obtaining exemption approval from the current hiring freeze.

DUTIES & RESPONSIBILITIES:

Under general direction to perform the following; the predominant duties for this position include, but are not limited to:

- Teaching Continuing Education Classes to licensed staff, In-service classes to licensed and unlicensed staff, Orientation and Mandatory Inservices to all staff. Must be able to do the following, unassisted; lift 40 lbs., push, pull, shove 50lbs, move and set-up equipment, televisions, VCR's, CPR manikins, tables, chairs, flip charts, carts, mock code manikins, on Veterans Home grounds. Demonstrate competency skills of all levels of caregivers. Ability to set up electronic equipment, move around and through students with physical demonstration of MAB and CPR, body mechanics, transfer techniques and all other clinical tasks. The above duties also include writing behavioral objectives, learning objectives, course descriptions, course outlines, pre-tests, post-test, evaluation tools, performance checklists, worksheets, performance evaluation reports, counseling students, writing memos and directions to students, co-teachers, and supervisors, correcting and/or reviewing evaluation tools and all reports, forms, etc., generated by students, coordination of clinical rotations with Nursing Staff and other disciplines, identification of appropriate Preceptors, provide one-to one instruction and counseling as necessary, keep complete documentation of classes attended and provide paperwork in appropriate format to meet regulations of B.O.R.N., Title 24 and Title 22.
- Employee Orientation of Licensed Staff, Unlicensed Staff, Graduate Nurses, Napa College Preceptees, Summer Youth Worker and volunteers and affiliate students from local colleges. Ability to travel throughout the grounds and carry training materials (150-200 yards) from Nursing Education building to Nursing units for training. Employee orientation involves execution of proper paperwork, greeting and touring with students, orientation to Veterans Home policies and procedures, arrangement of classes, films, filmstrips, video-taping, securing commitments from other staff or disciplines to assist in Orientation, arrange clinical rotations, maintain educational folders on all students, write memos and directives as they pertain to Orientation, confer and counsel all new employees and give them a sense of direction to ease their adjustment to a new facility.
- Responsible for class preparation, clinical rotations, one-to-one instruction, audio/visual technician, coordinate and draft monthly calendar of events, write and maintain Educational policies, Procedures and Manuals. Develop and maintain Nursing Education Q.I. Monitors. Present Educational Programs on all Shifts.
- Serves as a chairperson or member of the following committees: Procedure Committee, Policy Committee, Product Evaluation Committee, Patient Care Standard Committee, and other committees as assigned. This involves researching committee business, recording, participating in committee meetings and projects and minutes.
- Participate in community functions and/or committees as follows: Health Faire, Napa College Nursing Advisory Board, Regional Occupation Program, Napa County Staff Development Committee, Southern California Veterans Home Activation Teams, and other activities such as, speaking at "Career Day" programs.
- Other duties as related.

WHO MAY APPLY:

Applications will be accepted from individuals with permanent State Service in the class of Nurse Instructor, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

HOW TO APPLY:

Candidates should submit a State Application (Std. 678), copy of valid California RN License, degree and resume to:
VETERANS HOME OF CA – YOUNTVILLE
Human Resources - TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560

Release Date: December 29, 2003